Houston Peace Academy introduces

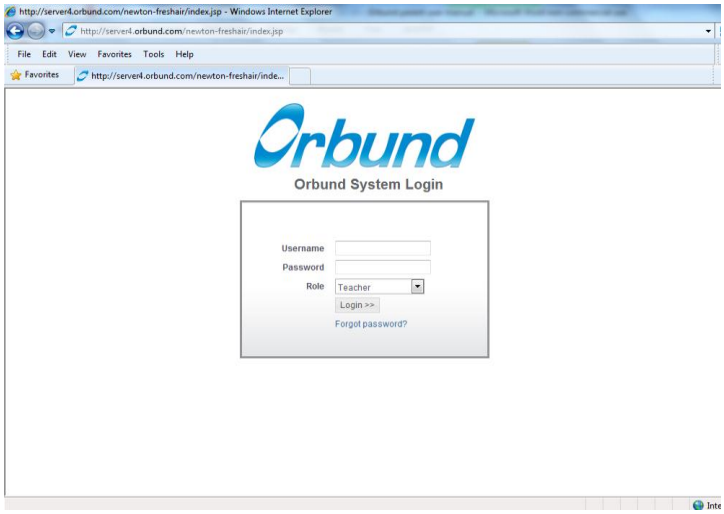
Parent user manual

HOUSTON PEACE ACADEMY
Setting New Levels of Excellence

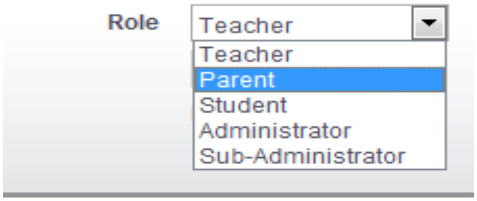
16700 Old Louetta Rd, Spring, TX 77379
Tel: 281-257-8988 Fax: 281-257-8981
peaceacademy.champions@gmail.com
www.houstonpeaceacademy.org

1. **How to login to Orbund:**

   - Go to: http://server4.orbund.com/newton-freshair/index.jsp



   - Type in your username and password provided by the school
   - Select **Parent** from the dropdown box.



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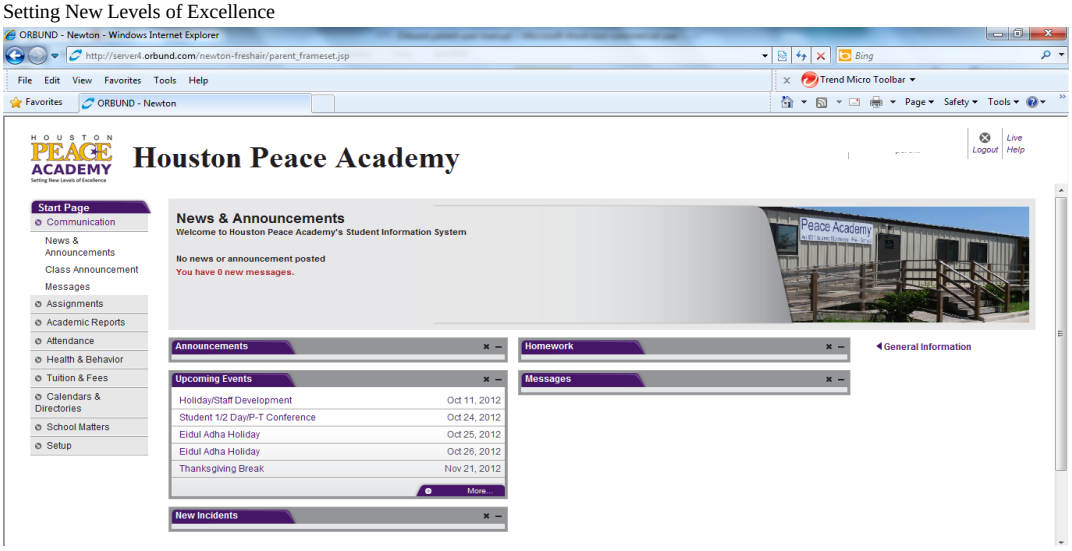

2. Your Orbund home page:

- Welcome to your personal Orbund page. This page will give you a quick glance at events, messages and announcements that you may have received.
- **Announcements**– If teachers or Administrator have posted announcements you will see it on your homepage. You can read more by clicking the link.
- **Homework**– you will be able to view you child's homework, teachers keep you up to date on work your child needs to complete at home and you can make sure homework is done on time.
- **Upcoming events**–There is a calendar showing you events over the next few weeks, you can click on *"more"* to view the monthly calendar and view any month over the school year
- **Messages:** if you have received an email through Orbund, a notification will show on your start page, you can click on the link to view the messages
- **Live chat** is technical support available by Orbund if you experience any problems while using the system.
- **Logout** is on your top right corner

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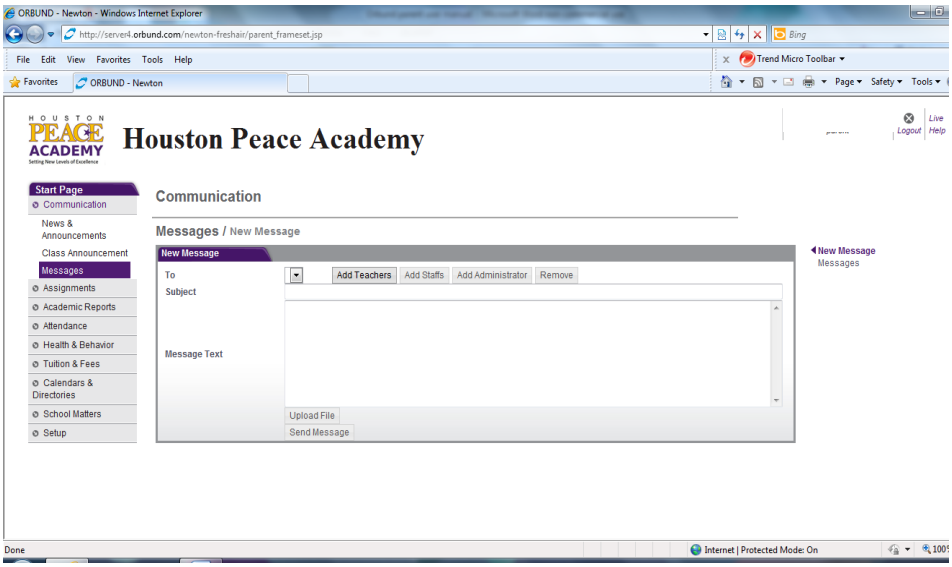
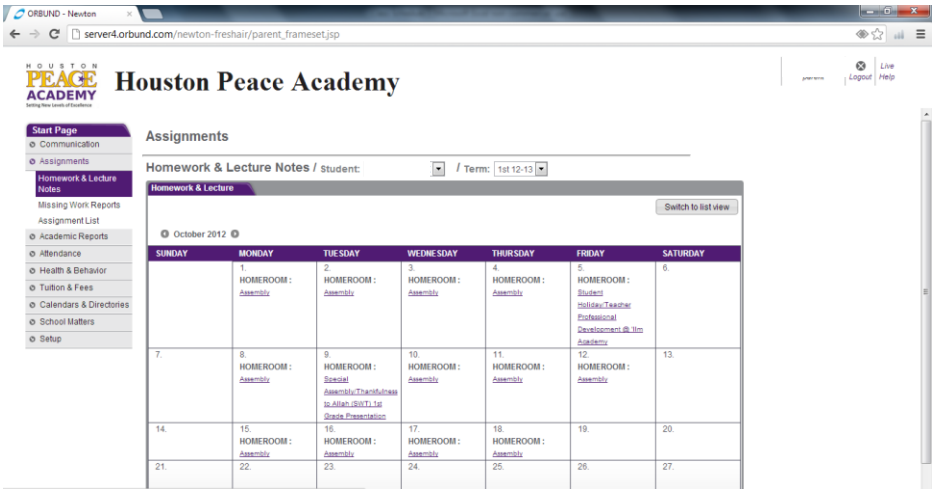
3. Communication:

- **Messages:** view and send messages from Orbund
- When you click on "*Communication*", then "*Messages*" you will see any messages you have been sent.



4. Assignments

Homework and lecture notes:



Homework your child receives will be shown here. Click Switch to list form to view all the classes and what your child will be doing in class.

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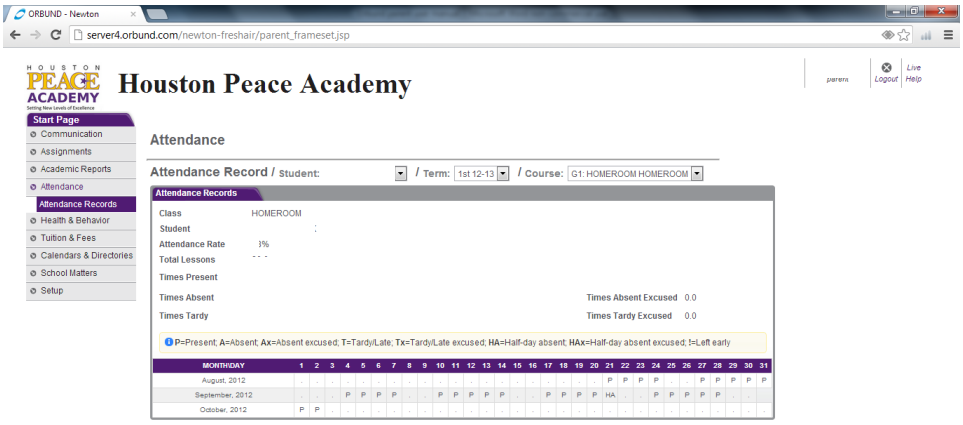
5. Attendance

- **Attendance records:** You will see your child's attendance



6. Tuition & fees

- **Payment & Invoice:** Here will see your tuition schedule, you will see when tuition is due and if you have any outstanding fees.

7. Setup

- **Account & Profile:** Here you can view your personal details.

- If during the school year your information changes, for example your family moves to a new address, you don't have to come into the school office to notify us, you can make the changes from your Orbund account, and it will automatically update the system. All you have to do is go to setup, account and profile and change any information you wish to edit. Please remember to save any changes when you are done, if you fail to do so, it will not change the new information entered.

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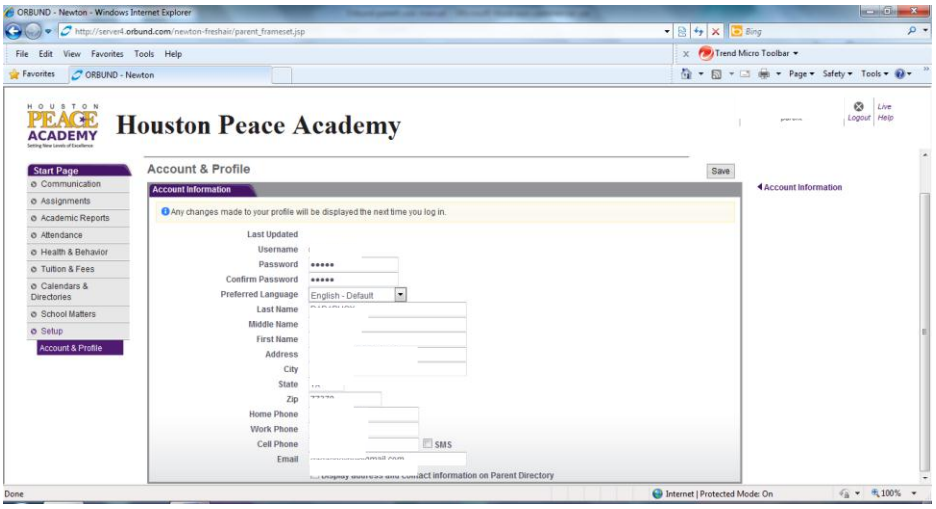

- **Changing your username or password:** A username and password will be provided to you, but you can change your password once logged in.

Login in with the username and password provided.

Click on Setup and then click on Account & profile. Delete the password and write your new password. Confirm your new password and click the save button. If you do not save your changes it will automatically revert back to your old data.

- **Forgot password?** If you forget your password or get locked out of your account, you will have to contact the school administrator; they will give you a new login username and password.

If you have any questions please don't hesitate to contact the school office

School office: 281-251-8988 (Monday-Friday 8:30 am-3:00 pm)

Email: peaceacademy.champions@gmail.com